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MEMORANDUM FOR: THE DIRECTOR

The attached proposed memorandum to Mr. Timothy J. Reardon, Jr., Special Assistant to the President, is in response to a memorandum from Mr. Frederick G. Dutton, former Special Assistant to the President, requesting a list of all presently existing interdepartmental committees and task forces on which CIA has a representative. The lists attached to the memorandum do not include USIB Committees which are being compiled separately by [ ] Staff.

Recommend your signature.

[ ]  
L. K. White

Deputy Director

29 NOV 1961

(DATE)

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cc: DDCI

OFFICE OF THE  
DIRECTOR OF CENTRAL INTELLIGENCE  
Washington 25, D.C.

20 November 1961

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Interdepartmental Committees and Task Forces

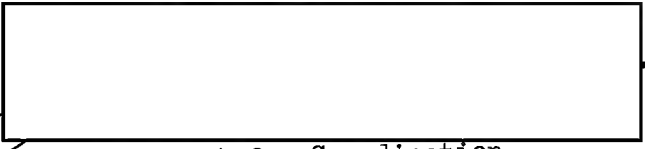
1. On 25 October 1961, Mr. Frederick G. Dutton addressed a memorandum (Tab A) to all departments and agencies on the subject of Interdepartmental Committees and Task Forces. He requested recommendations as to whether each of them should be abolished, merged, transferred to a specific department, or be continued.

2. Pursuant to this request, the Deputy Director of Central Intelligence, as acting chairman of USIB, proposed that responsive information about the USIB committee structure should be forwarded by the Chairman, USIB, after consultation with Board members rather than by the department or agency chairing such committees or having representation thereon. The Board concurred in this procedure on 9 November.

3. Prior to Mr. Dutton's request of 25 October, and pursuant to Joint Study Group Recommendation No. 33, the Coordination Staff initiated a survey of the USIB committee structure. This action was in accordance with the USIB management function assigned to the Coordination Staff. This survey is under way and progressing steadily but necessarily at a rate which will permit assessment of the impact of the new Defense Intelligence Agency on USIB and its structure.

4. In the attached paper (Tab B) the Chairman of USIB informs Mr. Dutton that an independent survey of the USIB committee structure was undertaken prior to the receipt of his request and that the same objective will be accomplished by that survey as he (Mr. Dutton) seeks to accomplish through his memorandum. Mr. Dutton is also advised that he will be furnished a subsequent report on final USIB action based upon the survey.

5. It is recommended that the attached paper (Tab B) be circulated to the USIB members on a "no-objection" basis with a deadline of 28 November. Any objections offered by that date should be placed on the 30 November USIB agenda for Board consideration.

  
Assistant for Coordination

2 Attachments:

1. Memo from Mr. Dutton (Tab A)
2. Proposed USIB Reply to Mr. Dutton (Tab B)

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THE WHITE HOUSE  
Washington

NSC REFERRAL NOT REQUIRED

October 25, 1961

MEMORANDUM TO DEPARTMENT AND AGENCY HEADS

I will appreciate receiving not later than December 1 a list of all presently existing interdepartmental committees and task forces on which your department has a representative.

For those interdepartmental committees and task forces for which your agency provides the chairman, I will appreciate receiving in detail the following information:

A copy of meeting agendas during the last three months; a detailed budget of the group; a roster with grade levels and salaries of all full or part-time staff employees, including any regular departmental employees who perform staff work for the group, and the approximate proportion of their time so involved; a copy of any official reports or similar materials issued by the group since January 20, 1961; a statement of the authority under which the group exists, whether by statute, Presidential or departmental directive, or other source; whether it should be abolished, merged, transferred to the responsibility of a specific department or official, continued until a time certain, or continued indefinitely (include a statement in justification of the group if it is to be continued).

Please list separately those interdepartmental groups which have been established since January 20 of this year.

/s/

Frederick G. Dutton  
Special Assistant to the  
President